



The California Department of Fish & Game Invites you to take the Departmental Promotional Examination for Senior Personnel Specialist



FINAL FILING DATE: August 6, 2009
(Application must be postmarked by this date)



Department of Fish and Game employees are committed to managing and protecting California's diverse wildlife and the habitats upon which they depend.

Position Information

Position Description: This is the expert journey level of the series. Under general direction, incumbents serve as the expert staff resource responsible for the most difficult and complex personnel/payroll issues. As a "staff specialist", researches critical personnel problems and recommends alternative solutions; develops and maintains specialized training programs; reviews various control agency letters, memos, and bargaining contract provisions, and develops/revises internal procedures as necessary; prepares management reports, spreadsheets, and charts; drafts correspondence; functions as a team member on personnel-related projects; are coordinators for a variety of personnel/payroll programs, e.g., FMLA, Workers' Compensation and Position Control; and may act in a lead role (e.g., training, workload, etc.) over lower-level staff.

Salary Range: \$3658 - \$4446

How to Apply for this Examination

Where to Mail: The State Examination Application (Form 678) must be POSTMARKED by the U.S. Postal Service no later than the final filing date. Applications POSTMARKED, PERSONALLY DELIVERED, OR RECEIVED VIA INTER-OFFICE MAIL, after the final filing date will not be accepted. Applications may be filed in person or by mail at:

**Department of Fish and Game
Attention: Exam Unit
1416 Ninth Street, Room 1217b
Sacramento, CA 95814**

How to Get an Application: Obtain a State Application (Form 678) at Employment Development Department (EDD) offices, at Department of Fish and Game offices, or you can download one from the web at www.spb.ca.gov/jobs/stateapp_adobe.htm.

Who Should Apply:

1. Applicants must have a permanent civil service appointment with the Department of Fish and Game as of the final filing date, in order to participate in this examination; or
2. Must be a current or former employee of the Legislature for two or more years as defined in Government Code 18990; or
3. Must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code 18992; or
4. Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code 18991.

For applicants under Items 2, 3, or 4, if promotional examinations are given by more than one department for the same classification, the applicant must select one department in which to compete.

**Accommodations
for Persons with
Disabilities:**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application". The Exam Unit will contact you to make specific arrangements.

Requirements for Admittance to the Examination

**Minimum
Qualifications for
Admittance:**

One year of experience in the California state service performing the duties of a Personnel Specialist, Range D, or a Personnel Services Specialist II.

**Additional Desirable
Qualifications:**

Familiarity with automated systems.

**Make Sure you Also
Meet These
Conditions:**

All applicants must meet the experience requirements for this examination and have a permanent civil service appointment with the Department of Fish and Game as of August 6, 2009, to take this examination.

Applications/resumes require employment history information including "to" and "from" dates (month/day/year), time base, and if applicable civil service class titles. Applications/resumes received without this information MAY BE REJECTED because of incomplete information.

Examination Information

**Type of
Examination:**

This examination consists of a qualifications appraisal interview weighted **100.00%**. To obtain a position on the eligible list, you must attain a minimum rating of **70.00%**. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.** Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

Interview Dates:

It is anticipated that the interviews will be held during September 2009/October 2009.

**Examination
Locations:**

Written tests and oral interviews are ordinarily scheduled in Sacramento, Los Alamitos, Napa, Redding, and Fresno. However, interview locations may be limited or extended as the number of candidates and conditions warrant.

**Scope of
Examination:
(STUDY THIS to
prepare for
examination)**

- A. Knowledge of:
 - 1. Current office methods, procedures, equipment, and basic math principles.
 - 2. Laws, rules, regulations, and bargaining contract provisions affecting personnel record keeping, personnel transactions, payroll, and certification processes used in State departments.
- B. Ability to:
 - 1. Think logically, multitask, and apply laws, rules, regulations, and bargaining contract provisions concerning personnel transactions.
 - 2. Independently interpret and use reference material.
 - 3. Give and follow directions.
 - 4. Gather data.
 - 5. Design and prepare tables, spreadsheets, and charts.
 - 6. Advise employees of their rights.
 - 7. Consult with supervisors on alternative actions which they may take on various transaction situations.
 - 8. Communicate effectively.
 - 9. Establish and maintain cooperative working relations with those contacted during the course of the work.
 - 10. Organize and prioritize work.
 - 11. Create/draft correspondence.
 - 12. Maintain personnel records.
 - 13. Represent the department on intra/interdepartmental teams.
 - 14. Coordinate a variety of personnel/payroll transactions.
 - 15. Research critical transactions and recommend alternative solutions.

**Veterans
Preference:**

Veterans preference credit is not granted in promotional examinations.

**Length of List
Eligibility:**

A departmental promotional eligible list will be established for the Department of Fish and Game. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

Questions?

If you have any questions concerning the Senior Personnel Specialist examination or the testing process, please contact Elaine Johnson, Personnel Analyst with the Department of Fish and Game, Human Resources Branch at (916) 653-8120. You may also visit our website at www.dfg.ca.gov.

Additional General Information

IMPORTANT: What to do if you haven't received any notifications:

For Written Examinations: If you haven't received your examination notice three days prior to the written test date, it is your responsibility to contact the Department of Fish and Game, Human Resources Branch at (916) 653-8120.

For Examinations Without a Written Feature: If you haven't received your examination or progress notice four weeks after the final filing date, it is your responsibility to contact the Department of Fish and Game, Human Resources Branch at (916) 653-8120.

Remember, Examinations are Competitive

If you possess the entrance requirements stated on this bulletin, you may take this competitive examination; however, you aren't assured a place on the eligibility list. Your performance in the examination is compared to established rating criteria. All candidates who pass are ranked according to their scores.

How Qualifications are Rated:

General Qualifications for all Examinations: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Additional List Information:

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multi departmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices.

Miscellaneous Information:

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

The Department of Fish and Game reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

California Relay (Telephone) Service for the Deaf or Hearing-Impaired

From TDD phones: 1-800-735-2929

From voice phones: 1-800-735-2922

THE DEPARTMENT OF FISH AND GAME OFFERS EQUAL OPPORTUNITY TO ALL REGARDLESS OF SEX, MARITAL STATUS, RACE, COLOR, RELIGION, POLITICAL AFFILIATION, NATIONAL ORIGIN, ANCESTRY, AGE, SEXUAL ORIENTATION, DISABILITY, OR MEDICAL CONDITION.

IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. APPLICANTS FOR STATE SERVICE ARE EXPECTED TO BE DRUG-FREE.